

# Training Room Booking Form

Name of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

Contact Number : \_\_\_\_\_ Email : \_\_\_\_\_

Venue	<b>Kuala Lumpur Training Room</b>	<b>Penang Training Room</b>	<b>Kuching Training Room</b>	<b>Johor Bahru Training Room</b>
	1 <sup>ST</sup> Floor <input type="checkbox"/>	1 <sup>st</sup> Floor Room A <input type="checkbox"/>	1 <sup>st</sup> Floor <input type="checkbox"/>	3 <sup>rd</sup> Floor Room A <input type="checkbox"/>
	LG Floor <input type="checkbox"/>	1 <sup>st</sup> Floor Room B <input type="checkbox"/>		3 <sup>rd</sup> Floor Room B <input type="checkbox"/>
Date				
Time				
Topic				
Language				
Speaker	Name :			
	Ranking :			
Expected Participant (pax)				
Type	Open to Public <input type="checkbox"/>		Private <input type="checkbox"/>	

**Rules:**

- This Training Room Booking Form should be submitted by the 20th of every month for the following month's booking.
- Confirmations of Training Rooms are subject to Melaleuca's approval and the availability of the Training Rooms. Priority will be given to events and meetings organized by Melaleuca (e.g: Monthly Business Meeting, Melaleuca University trainings).
- Trainings conducted at Melaleuca's Training Rooms will be opened to all Marketing Executives.
- Kuala Lumpur, Penang , Johor Bahru & Kuching Training Rooms are available for booking during the following time slots:
  - Mondays – Fridays: 1300hrs-1500hrs, 1600hrs-1800hrs & 1830hrs-2030hrs
  - Saturdays: 1300hrs-1500hrs & 1600hrs-1800hrs.
- Kuching Training Room is available for booking during the following time slots:
  - Mondays – Fridays: 1200hrs-1400hrs, 1400hrs-1600hrs & 1600hrs-1800hrs
  - Saturdays: 1200hrs-1400hrs & 1400hrs-1600hrs.
- Members are responsible for any damages or malfunction to any of the Training Room equipments (ie. Projector, microphones, etc.) during their usage of the Training Rooms.
- Availability and booking of the Training Rooms will be confirmed within 2 working days.
- Please email this Training Room Booking Form to:
  - Kuala Lumpur: [yywong@melaleuca.com](mailto:yywong@melaleuca.com) or [phoebewong@melaleuca.com](mailto:phoebewong@melaleuca.com)
  - Penang: [gooitheanswee@melaleuca.com](mailto:gooitheanswee@melaleuca.com)
  - Kuching: [mvet@melaleuca.com](mailto:mvet@melaleuca.com)
  - Johor Bahru: [jhiong@melaleuca.com](mailto:jhiong@melaleuca.com)

**For Office Use**

Received By : \_\_\_\_\_ Approved By : \_\_\_\_\_ Remarks : \_\_\_\_\_